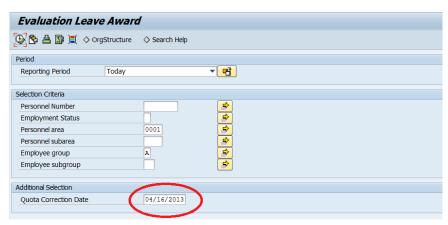


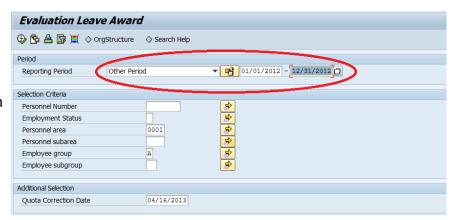
Evaluation Leave Award – Report Instructions

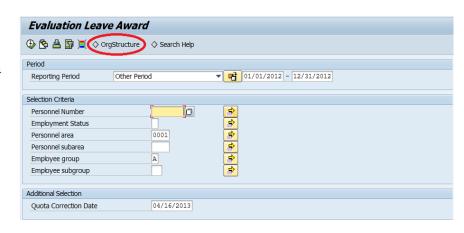


Use this report to list the Annual Performance Evaluation score and leave award for employees within the designated reporting period.

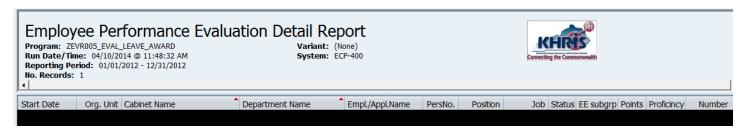
- 1. From the main screen, type transaction code: **ZEVR005**.
- 2. Click the **Enter** button or press **Enter** to continue.
- 3. *Quota Correction Date* Key the appropriate date when the evaluation leave awards were added to the employee records. (i.e. 2012 Final Evaluations were uploaded on 04/16/2013). This field will prompt the leave award to appear in the **Number** column.
- 4. Reporting Period Choose **Other Period** from the list. Enter the evaluation period in the fields provided. (i.e. The evaluation period for 2012 would be 01/01/2012 12/31/2012). This field will prompt the final evaluation score to appear in the **Points** column.
- 5. *Org Structure* Choose the appropriate organizational structure from the selection tree.
- 6. (Optional) Enter additional search criteria in the *Selection Criteria* section
- 7. Click the **Execute** icon or press **F8** to execute the report.







8. The report displays.



- a) The **Points** column provides the employees' Final Evaluation scores for the *Reporting Period* designated in the selection criteria.
- b) The **Number** column lists the employees' leave award (in hours) for the Quota Correction Date designated in the additional criteria.
- 9. Click the **Back** button or press **F3** to exit the report.

Note: Variants by year are set up for easy reporting. Please remember to designate the organizational unit prior to executing.

